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Report For Week Ending 18 June 1957
From
Records Center

During this week the following accessions were made:

DD/P	68	Cu. Ft.
OCR	107	" "
COMPT	19	" "
ONE	1	" "
MEDICAL	5	" "
PERSONNEL	6	" "
MS	1	" "
OCI	13	" "
Sub-Total:	220	Cu. Ft.
Finished Intelligence	52	" "
Total:	272	Cu. Ft.

Map Negatives	653	Cu. Ft.
Records Holdings	22,610	" "
Distribution Material Holdings	10,380	" "
Total:	33,643	Cu. Ft.

Distribution Material Disposed of at Center	8	Cu. Ft.
Distribution Material Transferred from Center	5	" "
Records Disposed of at Center	0	" "
Records Transferred from Center	27	" "

Accessioning

Of the 107 cubic feet accessioned from OCR, 64 cubic feet was safety film.

The "Master Index for Space Allocations" which is used to control space numbers is approximately 75% completed.

Reference

The Center regraded 444 documents for OCR in accordance with the latest regrading bulletin..

25X1

The inventorying of supplemental material is continuing and approximately 20% of [redacted] material has been inventoried. To date material from OBI, ORR, OSI, FDD and FBID has been inventoried and disposition schedules have been established.

Disposal

The records from Logistics and Comptroller Office are still in the process of being identified with existing schedules.

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General

1 [redacted] has satisfactorily completed the Basic Supervision Course.

The Center was visited during the week by Messrs. [redacted] 25X1
1 OCR; [redacted] OCR; [redacted] DDS/EPO; and 25X1
1 [redacted], RMS.

[redacted] 25X1

Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

Operating Component	Available	Utilized	Total
Supplemental Distribution	2,060	9,850	11,910
DD/P	2,041	6,689	8,730
DD/S	487	7,373	7,860
DD/S (Compt.Grilled Area)	109	371	480
DD/I	277	6,533	6,810
DD/I (Grilled Area)	1,552	2,228	3,780
DCI	37	23	60
Map Negative	610	980	1,590
TOTAL:	7,173	34,047	41,220

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21 June

Weekly Report

STAT [redacted]

1. Filing Equipment Review Project
a. Reviewed and approved 1 OR requisition, from OOR, with [redacted] STAT for legal size 4 Dr Safe.

2. Prepared memo to Chief, Supply Division, OL requesting 90 day extension filing equipment survey procedures. Present agreement terminates 30 June 1957.

4. Stock Control, SOB, OL shelf filing Project
Released memo, with attachments indicating that the use of shelf filing equipment would not substantially relieve space situation. Recommended the continued use of filing cabinets and a floor plan to establish a centralized records area.

3. O.S. Shelf Filing Project
BR " " "
IR " " "

No significant changes in status

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STAT

4 [redacted] for FY 57, machine workload data, furnished by the Depositary, and a summary of machine hours + man hours expended during the period from 18 March thru 1 June 1957, forecast FY 1958 machine work load and estimated man hours required to perform the work. This summary was furnished [redacted] STAT and his staff, for his evaluation in connection with a T.O. study that he is currently making.

5. News

STAT XX [redacted] Signal Center, Comm, requested assistance in disposing of a filing problem. The "Unmarried Old" folders used to contain personnel actions and other related papers were scraping the insulation from the safe thus creating "powdered records". The suggested solution included:

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records 3 years cut letter size
11 point Kraft folders

b. Adopt the principles in the Agency filing Handbook

c. Substitute our legal size safe for a letter size

She agreed to do this. Also, she agreed to reviewing the other administrative type records housed in her office in an attempt to eliminate all legal size folders and improve condition of accumulated records.

STAT [redacted] did not have a Records Control schedule in her possession and apparently did not know if one existed for her records. I suggested that she contact her RO, [redacted] STAT

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